MAJOR FUNCTION

This is high-level administrative and technical work providing direction, guidance, and oversight in an assigned area, for the development, implementation, operation, and maintenance of various modules of the PeopleSoft Financials System, as well as any interfaces between other systems or programs used by City departments. Positions in this classification are expected to exercise considerable independent judgement and complete assigned tasks with minimal supervision and demonstrate both professional working knowledge of accounting practices and a thorough understand of financial systems. Work is performed under the direction of a Financial Systems Administrator, who outlines areas of responsibility. Work aligns with the mission, vision, and objectives of the City of Tallahassee. Work is reviewed through conversations, observations, meetings, and by results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties
This position serves as a subject matter expert (SME) for all ongoing functional system support activities (including support, configuration, files maintenance, coding, workflow and table management) related to the availability and integrity of financial information and data of various modules within PeopleSoft Financials. This position also provides ongoing support for any interfaces into PeopleSoft Financials from other City-utilized systems or programs. Collaborates with users to provide functional support, solicits ideas for system improvements and ensures adoption and ease of use. Initiates the creation of step-by-step user guides; oversees the review of training materials ensuring their accuracy; provides tool training and user support/coaching as needed. Responsible for system testing for releases and upgrades to ensure compliance with City policies and procedures and accounting requirements, including software patches and upgrades as required. Functions as the system contact person for Financial Services. Tests enhancements to verify functionality prior to end-user testing. Functions as a project leader working in partnership with the City's Enterprise Resource Planning team for system adjustments or new implementations. Provides PeopleSoft System functional support by serving as the Financial Services liaison for various modules of the PeopleSoft Financial System. Runs control queries and reports to ensure data accuracy and integrity of modules and all inbound integration points. Reviews and resolves all journal error issues identified in control queries. Monitors pending journal approvals and maintains journal workflow. Performs monthly and annual processes to close the general ledger including the interest allocation process. Performs routine maintenance processes to ensure system accuracy, functionality, and management of exceptions. Develops and maintains detailed documentation of procedures and processes of the role for the purpose of preparing back up support and training for successor. Provides assistance and guidance to department and user staff. Performs related work as required.

Other Important Duties
Serves on teams and committees as needed. Attends trainings and conferences. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills
Thorough working knowledge of generally accepted accounting principles, fiscal and administrative controls and principles and financial analysis principles. Thorough knowledge of information systems applications, system design and implementation techniques, principles and practices of programming and project management techniques, as applicable to assigned responsibilities. Thorough working knowledge of integrations and interfaces between PeopleSoft HR systems, UMAX, AssetWorks, CORE, and various other internal or external systems. Ability to work with mathematical and algebraic concepts such as probability, statistical inference, and forecasting. Some knowledge of City

government, its subdivisions, organizational culture and administrative procedures. Considerable knowledge of modern principles and practices of management. Ability to develop long-term strategic plans for functions and programs and to accurately evaluate gaps in service. Ability to plan and conduct informative and effective training programs. Ability to express oneself clearly and concisely, both orally and in writing, to make public presentations and conduct training sessions. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to analyze facts and situations critically and objectively and arrive at sound conclusions. Ability to exercise creativity and flexibility in addressing workforce needs, challenges and expectations. Ability to operate independently and proactively, and to complete all assigned work tasks with minimal supervision. Skilled in diplomacy and customer service. Skilled in problem identification and resolution.

Minimum Training and Experience
Possession of a bachelor's degree in accounting, finance, information systems, business administration, public administration, or a related field, and three (3) years of experience in accounting or functional experience supporting financial Enterprise Resource Planning (ERP) systems; or an equivalent combination of training and experience. A master's degree in accounting, finance, management information sysems or a related field my substitute for one year of the required experience.

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                     09-17-24